

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

SPECIAL AGENT IN CHARGE

DEFINITION

Supervises and directs peace officers and non peace officer personnel in a designated geographic area (zone); performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a technical/professional staff, Special Agent Supervisors, Special Agents, Fire Inspectors, and non peace officer employees; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Provides consultative and informative services to architects, attorneys, fire service personnel and builders regarding fire safety hazards and application of laws, rules, regulations and departmental policies.

Conducts seminars by giving lectures, guiding group discussions and conducting on-the-job training.

Examines blueprints for compliance to all fire laws, and makes approval or disapproval; renders suggestions on how to comply or improve.

Coordinates and serves as a liaison to local, state and federal law enforcement agencies in a zone to insure that investigative and law enforcement resources are appropriately applied to criminal cases.

Conducts a training assessment of zone personnel and directs employees to attend needed training.

Evaluates equipment, supply and facility needs for zone and acquires necessary resources.

Anticipates operational changes and develops contingency plans/courses of action; resolves zone operational issues and participates in strategic planning for division.

COMPETENCIES REQUIRED

Knowledge of the principles of supervision, training management and conflict resolution.

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements for the organization served.

Knowledge of the principles, theories, techniques and trends of public administration and management including, financial management, labor relations, logistical operations, problem solving, decision making and operational and strategic planning.

Knowledge of the Iowa Code and Iowa Administrative Code pertaining to the related field.

Knowledge of the crimes and violations of the state code and the governing statutes and laws, and of state and federal court decisions such as: arrests with and without warrants, searches incident to arrest, protective searches, searches with a warrant, seizure and admissibility of evidence, and seizure and disposition of real and personal property.

Knowledge of the procedures and techniques of general law enforcement activities such as: arrest and search of individuals, conducting interviews and interrogations, protecting crime scenes, conducting initial crime scene investigations, testifying in court, and implementing surveillance and stake-out procedures.

Knowledge of the procedures and techniques involved in investigating criminal activity such as: collecting, preserving, and transporting physical evidence; identifying and contacting potential witnesses and possible suspects; identifying and analyzing crime patterns and typical methods of operation; utilizing

specialized techniques that have been developed for investigating a wide variety of different crimes; implementing undercover (covert) investigative techniques and procedures; interpreting and utilizing crime laboratory data findings.

Ability to recognize the implications of alternative actions, to be able to consider different action and reaction plans.

Ability to coordinate and successfully manage the investigative matters of complex criminal cases.

Ability to read and understand tables, charts, graphs, and computer printouts conveying a variety of criminal investigation-related data.

Ability to communicate effectively in writing to convey ideas in a logical and understandable manner, to compose comprehensible letters, reports, and other narrative documents.

Ability to interact effectively with others in both enforcement and non-enforcement situations with career criminals, the first offender, juvenile offenders, confidential informants, with peers and superiors, with other members of the criminal justice system, including prosecutors and members of the jury.

Skill in the defensive driving of a vehicle used in the course of job performance under a wide variety of weather, traffic, and speed conditions.

Skill in the use of issued tactical weapons including: handguns, long guns, ASP batons, OC spray, etc., with proficiency to quality under state peace officer standards.

Skill in the use of proper investigative techniques.

Skill in the proper methods of interrogation and information gathering.

The psychological and emotional maturity, self-confidence and willingness to assume responsibility, to be willing to make difficult decisions and take necessary actions, to reconsider own decisions and make changes, to be flexible when warranted.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college with a Bachelor's Degree in political science, business, social science, accounting, or related field.

SPECIAL NOTE:

Positions in this job class are only available by promotion within the Department of Public Safety. (See Department of Public Safety Promotional Policy.)

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Public Safety.

Effective Date: 12/10 BR